

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: May 18, 2005

Division: Administration

Bulk Item: Yes X No

Department: Administration

Staff Contact: Tom Willi

AGENDA ITEM WORDING:

Confirmation by the Board of County Commissioners of County Administrator's selection to fill one of two Deputy County Administrator (DCA) positions and approval of position job description.

ITEM BACKGROUND:

Section 2.01 Personnel Policies and Procedures Manual requires confirmation by the BOCC of Division and Department Heads. As stated in the March agenda item to solicit applications for this position, a final job description will be developed based on employee selected and their area of expertise. Due to the level of the Deputy County Administrator position within the County hierarchy, the County Administrator is seeking BOCC confirmation of his selection to fill this position.

PREVIOUS RELEVANT BOCC ACTION:

At its meeting on March 16, 2005, the BOCC approved the addition of two Deputy County Administrator positions.

CONTRACT/AGREEMENT CHANGES:

STAFF RECOMMENDATIONS:

Recommend approval.

TOTAL COST: TBD

BUDGETED: Yes X No

COST TO COUNTY: TBD

SOURCE OF FUNDS:

REVENUE PRODUCING: Yes No X **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL: *Thomas J. Willi*

(TYPE NAME HERE)

DOCUMENTATION: Included X Not Required

DISPOSITION:

AGENDA ITEM #

Fellow employee,

I am pleased to announce the promotion of Debbie Frederick to the position of Assistant County Administrator, pending confirmation by the Board of County Commissioners.

My decision was a difficult one to make. The in-house applicants for the position all brought special talents and skills and are all well qualified for the position. I have the utmost respect for all those interviewed and am confident that they will be comfortable with my choice.

Many factors were considered in this decision including but not limited to the disruption of current County operations, the longevity of the successful applicant in the ACA position and the cultural fit of that individual within the organization.

With this said, please congratulate Debbie on her appointment. I will be expecting big things from her but I am confident that she is up to the task.

Thomas J. Willi

County Administrator
1100 Simonton St. Suite 205
Key West, FL 33040
(305) 292-4441

MONROE COUNTY

JOB DESCRIPTION

Position Title: DEPUTY COUNTY ADMINISTRATOR		Date: May 6, 2005
Position Level: 15	FLSA Status: Exempt	Class Code: 15-1

GENERAL DESCRIPTION

This position serves as Deputy to the Chief Administrative Official of the County. This is complex managerial and administrative work assisting the County Administrator in carrying out the functions and activities necessary for the effective and efficient operation of the County. These duties can be in addition to performing senior management oversight to specific division and/or department responsibilities.

KEY RESPONSIBILITIES

1. *Responsible for upholding County policies and procedures and providing advice and direction to County staff.
2. Assist the County Administrator with development and/or implementation of broad County plans, goals and objectives.
3. *Responsible for providing guidance and direction to subordinate directors and managers to ensure follow-up in resolving problems or obtaining information.
4. *Interact with the press, public and interest organizations in the absence of the County Administrator.
5. *Assist the County Administrator with budget preparation and presentation to the Board of County Commissioners.
6. *Responsible for decision making and administration of specific personnel issues.
7. *Oversee specific division and/or department responsibilities as assigned.
8. Act as a liaison between the County Administrator and various Department Directors.
9. Perform other related duties as required.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: DEPUTY COUNTY ADMINISTRATOR	Class Code: 15-1	Position Level: 15
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required. Major(s) required: Public Administration, Business Administration or related field. A combination of education and experience may substitute for the formal education requirement.
<i>Experience:</i>	Seven to ten years.
<i>Impact of Actions:</i>	This position has primary responsibility for the long-range future of Monroe County and affects operations beyond the scope of Monroe County government.
<i>Complexity:</i>	Multifaceted: Work is broad in scope covering virtually the entire County's operations. Policy, procedure, and precedent are created and/or approved by this position. Problem solving requires understanding and evaluation of the impact on the County.
<i>Decision Making:</i>	Multifaceted: Supervision is present on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with County-wide policies.
<i>Communication with Others:</i>	Requires continuing internal and external contacts involving difficult formal negotiations calling for well-developed sense of timing and strategy and detailed explanation and interpretation of policies, rules and regulations and managing relationships at the highest level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and result.
<i>Working Conditions/Physical Effort:</i>	Work requires minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. Extensive travel throughout Monroe County is required.
<i>On Call Requirements:</i>	On call 24 hours. Required to work during emergency situations.
<i>Other:</i>	Must possess qualifications for membership in professional association such as International City Management Association (ICMA), and certifications within their area of concentration.

APPROVAL	
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____